

# Safe System of Work

## OPERATING AND SAFETY INSTRUCTIONS

### FOR MOVING THE MOBILE HOIST

Name: ..... Training Date:.....

	Instruction	Understood ✓ or X
1	Explain that safety equipment must be used at all times and why – safety boots must be used at all times when running machines.	
2	Do not attempt to move hoist on your own, always wait for assistance. (two-person job).	
3	Conduct a safety check of hoist before moving. Wheels are free from dirt and brake activate. Clear any obstacles for your route to the machine, tables and boxes, let people around you know you are going to move the hoist	
4	Release the brakes, these must be clear of the floor.	
5	Guide the hoist to the machine, be careful not to bang into any other machinery or people. When you are located at desired place put on the brakes, hoist is ready to use.	
6	Do not use any machine unless trained and authorised by Manager/ Setter	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name: .....

Signed: ..... Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name: .....(Authorised Trainer)

Signed ..... Date: .....